**Telephone Call to Work Placement**

The goal of this phone call is to introduce yourself and find out a of couple things. Questions you’ll need to ask are

1. When does the employer want you to come in for the interview? Set a date, time and place for the interview.
2. Is there anything particular you need to bring on your first day, like certain clothing or safety equipment?

Outline of your call:

* Greeting (Good morning/Good afternoon)
* Ask to speak to the contact person for your placement (know their name before you call!), and ask if now is a good time to talk
* Introduce yourself, including your name and that you’re in the Career and Work Exploration class at A.E. Peacock Collegiate.
* Tell them you are placed with them this semester from Oct 14 to Dec 16.
* Ask if they would like you to come in for the interview before the first day of the placement or just on the first day.
  + Yes 🡪 What day, what time, where will the interview take place?
* Ask if there is anything particular you need to bring with you on your first day
* Ask the employer if they have any questions for you
* Thank them for their time, tell them you look forward to meeting them.

**This is a formal phone call so you need to be prepared!**

* Make a script of your phone call and post it as a journal entry on your wiki.
* When you make the call, make sure you know when you’re free in the upcoming weeks so you can plan a date for the interview if the employer wants to do the interview before the first day.